

## REFERRAL GUIDELINE

# BREAST SERVICE

**DIRECTOR: PROFESSOR BRUCE MANN**

### TARGET AUDIENCE

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Referrers to the Breast service

### PURPOSE

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- To assist health professionals with the referral process.
- To ensure all relevant clinical and administrative information accompanies referrals to ensure timely referral processing.

### BREAST SERVICE: REFERRAL REQUIREMENTS

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- A completed Peter Mac referral form, addressed to a named clinician – referral form and further information available at [www.petermac.org/referrals](http://www.petermac.org/referrals)
- Reports and images for mammogram, breast ultrasound, and all relevant staging investigations including CT scan, bone scan, MRI and others.
- Pathology reports for biopsy, applicable surgical procedures, blood tests, and others
- Operation notes if available
- Note: Second opinions will be triaged and managed accordingly

### BREAST SERVICE CLINICS RUN AT PARKVILLE EACH MONDAY, WEDNESDAY AND FRIDAY MORNING AND WEDNESDAY AFTERNOON

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- Urgency and clinic allocation are determined by referral content; all referrals will be triaged within 48 hours.
- All new patient referrals are assessed by multi-disciplinary teams.
- Referral forms must include all requested information and patients should bring, wherever possible, copies of any diagnostic imaging, preferably on CD, to their first appointment.
- For all appointment enquiries, or if you are concerned with the appointment time allocated to your patient, phone Patient Registrations on 03 8559 5020 or email [referrals@petermac.org](mailto:referrals@petermac.org)

### REQUESTING A SECOND OPINION

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Please clearly state on the referral form that you are requesting a second opinion and provide a comprehensive summary of all previous treatment including copies of correspondence from previous treating specialists, operation notes, scan reports etc.

## **FOR ALL BREAST SERVICE ENQUIRIES, CONTACT**

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**For general enquiries please contact the Breast tumour stream administrator:**

Phone: 03 8559 7422

**For clinical enquiries contact the appropriate Nurse coordinator**

Sarah Pratt (Mon, Weds, Fri and alternate Tues & Thurs)

Nurse Coordinator: Breast Service

Phone: 03 855 97422

Email: sarah.pratt@petermac.org

Lisa Sheeran (Mon, Wed, Fri and alternate Tues & Thurs)

Nurse Coordinator: Breast Service

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## **AUTHORISED BY**

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Professor Bruce Mann

## **AUTHOR/CONTRIBUTORS**

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Lisa Sheeran, June 2017